

## SAM II HUMAN RESOURCES REPORTS AVAILABLE TO AGENCIES

Report Number	Report Name	Distribution	Retention	Permanent Archive	Sort Criteria
HAA8000	Leave Balance	Pay Cycle	2 Regular Pay Cycles	N	Pay Location
HAA8100	Leave Liability	Monthly	3 Months	N	Pay Location
HAR0100	General Ledger Exception	Pay Cycle	3 Months	N	Pay Location
HAR1100	One Time Pay and Deduction Register	Pay Cycle	2 Regular Pay Cycles	N	Pay Location
HAR1200	Deduction Processing Exception	Pay Cycle	2 Regular Pay Cycles	N	Pay Location
HAR1300	Check Cancellation Register	Pay Cycle	6 Months	Y	Pay Location
HAR1400	External Adjustments	Pay Cycle	2 Years	N	Pay Location
HAR2200	Time and Leave Rejected Transaction	Pay Cycle	2 Regular Pay Cycles	N	Agency
HAR5200	Payroll Register	Pay Cycle	6 Months	Y	Pay Location
HAR5300	Hours-to-Gross Register	Pay Cycle	2 Regular Pay Cycles	Y	Pay Location
HAR6100	Paycheck Register	Pay Cycle	6 Months	Y	Pay Location
HAR6200	Direct Deposit Register	Pay Cycle	6 Months	Y	Pay Location
HAR6300	Paycheck Control List	Pay Cycle	2 Regular Pay Cycles	N	Pay Location
HBA6000	Probationary Period Tickler	Monthly	3 Months	N	Agency
HBA9000	Missing Personal Attributes	Monthly	3 Months	N	Agency
HBA9100	Personal Attribute Override Audit	Monthly	3 Months	N	Agency
HKA3000	Employee by Position	Monthly	3 Months	N	Agency
ODW840	Fringe Benefits Amount	Pay Cycle	6 Months	N	Agency
ODW891	SNAP Employee Error	Daily	1 Week	N	Agency
ODWF640	Employees Not On Direct Deposit	Pay Cycle	2 Regular Pay Cycles	N	Agency/Org
OHB0805	Year-To-Date Payroll Register	Annual	3 Years	Y	Agency/Org
OHB0816	Current Earnings Register	Pay Cycle	6 Months	Y	Agency/Org
OHB0823	Allocated Vacant Position	Monthly	3 Months	N	Agency/Org
OHB0825	Active Positions	Monthly	3 Months	N	Agency/Org
OHB0863	Restricted (Limited) Allocation	Monthly	3 Months	N	Agency/Org
OHB0877	SUSE ESMT Audit Trail Report	Pay Cycle	3 Months	N	Agency/Org
OHB535R1	Adjustment Activity	Pay Cycle	3 Months	N	Agency/Org
OHB819R	Employees Not Paid	Pay Cycle	2 Regular Pay Cycles	N	Agency/Org
OHUB807	Annual Wage & Tax Report By Agy/Org	Annual	3 Years	Y	Agency/Org
OHUB809	Court Ordered Deduction/Sequestration	Pay Cycle	1 Year	Y	Agency/Org
OHUB811	Allocated Position Listing	Monthly	3 Months	N	Agency/Org
OHUB821	T&A Activity by Agy/Org	Pay Cycle	2 Regular Pay Cycles	N	Agency/Org
OHUB831	Time and Leave Accepted Transaction	Daily	2 Regular Pay Cycles	N	Agency/Org